

LESSON 1: Logging into MySCEmployee website

Lesson 1 Learning Objectives



Upon completion of this lesson, you should be able to:

- Access and log into the MySCEmployee website
- Navigate to **My Working Time**
- Understand the various time-related functions in **My Working Time**

Note: Always navigate within the MySCEmployee website (utilize the tabs, links, etc.). Do not use the "Back" and "Forward" buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

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1. Using your web browser (e.g. Internet Explorer) type <https://myscemployee.sc.gov>
2. Enter your User ID and Password in the areas indicated
3. Click the Log On button to be directed to the MySCEmployee splash page



1. Using your web browser (e.g. Internet Explorer) type <https://myscemployee.sc.gov>
2. Enter your User ID and Password, which will be provided prior to your agency's go-live date, in the areas indicated.
3. Click the Log On button to be directed to the MySCEmployee splash page

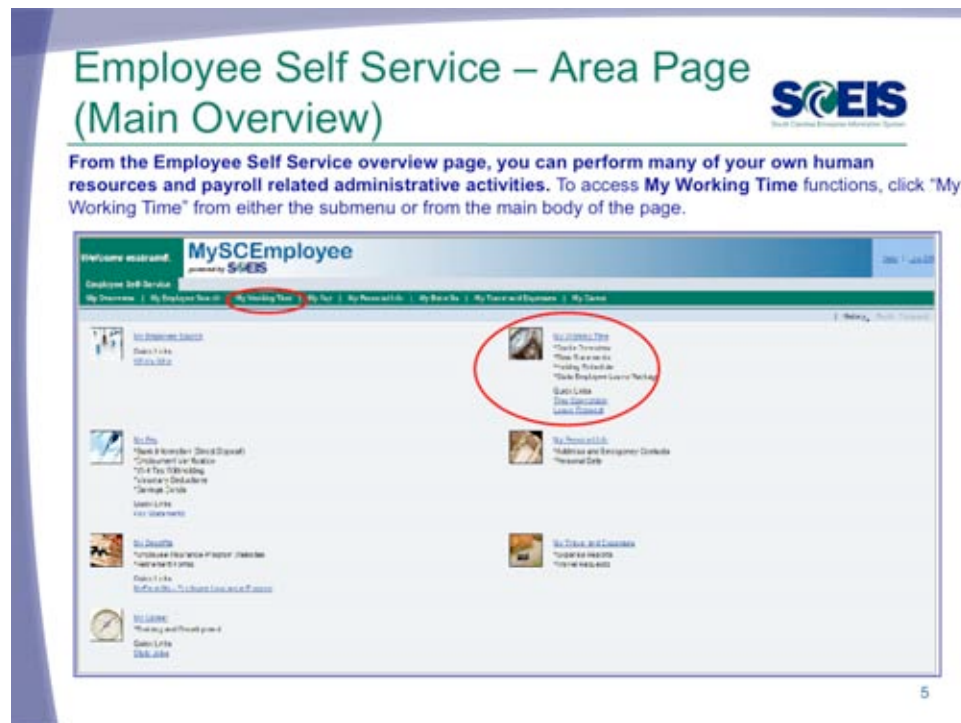
MySCEmployee Splash Page



1. In the upper left-hand corner of the page it should read Welcome followed by your name.
2. To access the main Employee Self Service page, click the blue Employee Self Service tab.
3. Be sure to pay attention to the News of Interest section for relevant human resources, payroll and system information and updates.
4. In the upper right-hand corner of the page is the Log Off button. Underneath the Log Off button are the Back and Forward links which allow you to move back and forth between the different areas of the website you have visited.



Once you are correctly logged into MySCEmployee, you will see a welcome greeting in the upper left-hand corner of the page. Whenever you log in, we encourage you to check the news of interest section for relevant human resources, payroll and system information and updates. To access the main Employee Self Service page, click the blue Employee Self Service tab, located near the top of the page.



From the Employee Self Service overview page, you can perform many of your own human resources and payroll related administrative activities. To access My Working Time functions, click "My Working Time" from either the submenu or from the main body of the page.

Employee Self Service My Working Time

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From the **My Working Time** overview page, you will be able to record working time, view a 24-hour time conversion chart, review the state's holiday schedule, submit leave requests, display quota balances, review the state employee leave package and access time statements.

Record Working Time

Time Conversion

Holiday Schedule

Leave Request

Quota Overview

State Employee Leave Package

Time Statement Chosen Period

MySCEmployee

My Working Time

Working Time

Leave Requests

Time Statements

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From the My Working Time overview page, you will be able to record working time, view a 24-hour time conversion chart, review the state's holiday schedule, submit leave requests, display quota balances, review the state employee leave package and access time statements.

Lesson 1 Summary



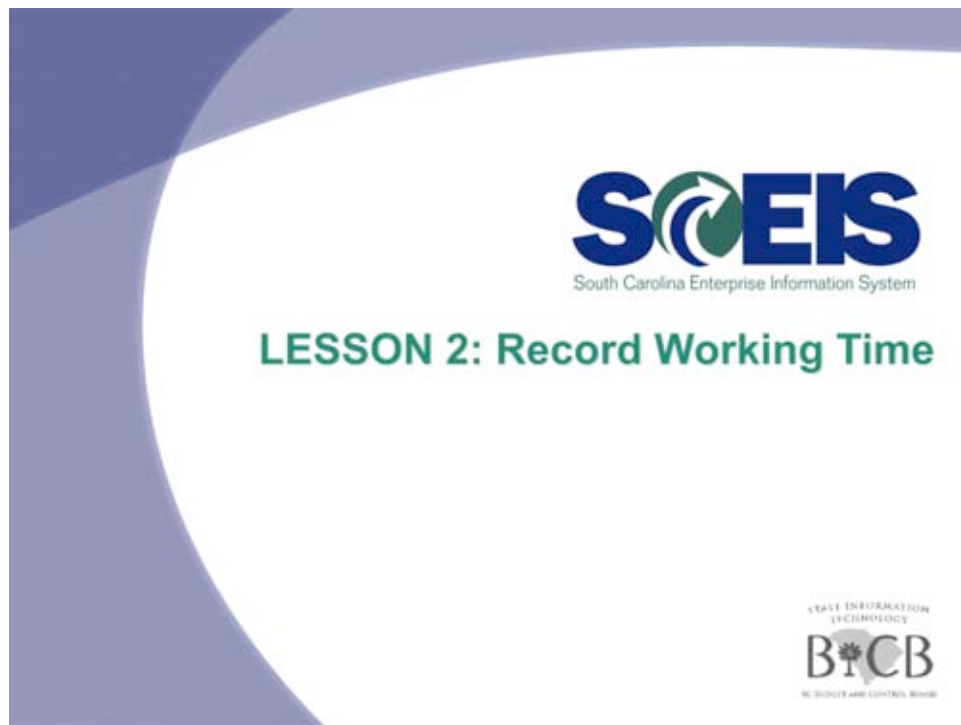
You should now be able to:

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- Navigate to **My Working Time**
- Understand the various time-related functions in **My Working Time**

Lesson 1 Summary

You should now be able to:

Access and log into the MySCEmployee website
Navigate to My Working Time
Understand the various time-related functions in
My Working Time



LESSON 2: Record Working Time

Lesson 2 Learning Objectives



Upon completion of this lesson, you should be able to:

- Record and submit time for approval
- Enter time using wage types
- Distinguish between the **Enter Daily Time** page and the **Display Weekly Time** page
- Review time that was previously submitted

Lesson 2 Learning Objectives

Upon completion of this lesson, you should be able to:

Record and submit time for approval

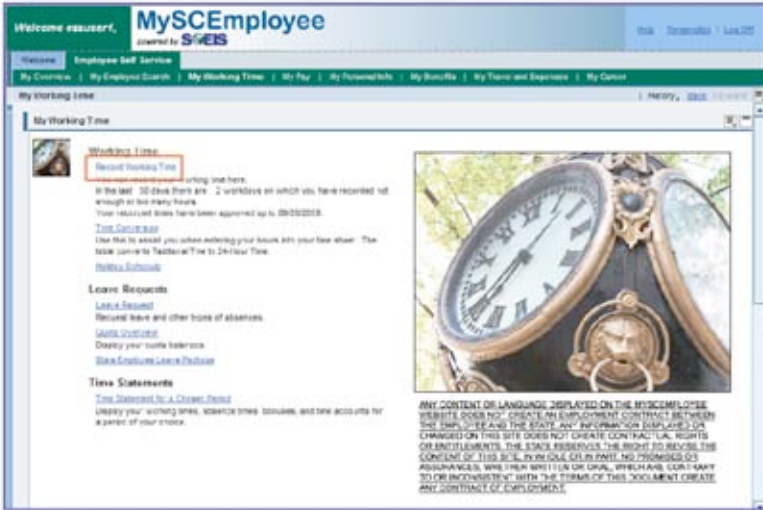
Enter time using wage types

Distinguish between the **Enter Daily Time** page and the **Display Weekly Time** page

Review time that was previously submitted

Employee Self Service – Record Working Time

To record working time, from the **My Working Time** overview page, select the **Record Working Time** link.



The screenshot displays the MySCEmployee Employee Self Service portal. The main heading is 'Employee Self Service – Record Working Time'. Below this, a navigation bar includes links for 'My Overview', 'My Employee Search', 'My Working Time', 'My Pay', 'My Personal Info', 'My Benefits', 'My Training Expenses', and 'My Career'. The 'My Working Time' section is active, showing a 'Record Working Time' link highlighted with a red box. Other links in this section include 'Leave Requests', 'Time Statements', and 'Time Statements by a Chrono Report'. A large clock image is also visible on the right side of the page.

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To record working time, from the My Working Time overview page, select the Record Working Time link.

Employee Self Service – My Working Time (Display Weekly View)

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After clicking the **Record Working Time** link, you will be taken to the **Display Weekly Time** tab, which displays hours recorded that week using the **Enter Daily Time** tab. To record attendance hours, click on the **Enter Daily Time** tab.

The screenshot shows the 'MySCEmployee' interface with the 'Display Weekly Time' tab selected. Callouts point to the following elements:

- Display Weekly Time Tab:** Points to the 'Display Weekly Time' tab in the top navigation bar.
- Enter Daily Time Tab:** Points to the 'Enter Daily Time' tab in the top navigation bar.
- Total Weekly Hours Submitted:** Points to the 'Total Weekly Hours Submitted' field in the summary section.
- Hours Submitted for a Given Day:** Points to the 'Hours Submitted for a Given Day' field in the summary section.

After clicking the Record Working Time link, you will be taken to the Display Weekly Time tab, which displays hours recorded that week using the Enter Daily Time tab. To record attendance hours, click on the Enter Daily Time tab.

Employee Self Service – My Working Time (Daily Entry)

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Record Working Time

Similar to other transactions within the MySCEmployee website, at the top of the **Enter Daily Time** page there is a progress chart that walks employees through each step of the time entry process. The first step, **Edit**, allows employees to record their **start and end times** (using the 24 hour clock or military time) throughout the day by identifying the appropriate **attendance type** from the pull down list on the left-hand column:

- 1000 Attendance Hours
- 1001 On Call
- 1002 Call Back
- 1003 Training

Similar to other transactions within the MySCEmployee website, at the top of the Enter Daily Time page there is a progress chart that walks employees through each step of the time entry process. The first step, Edit, allows employees to record their start and end times (using the 24 hour clock or military time) throughout the day by identifying the appropriate attendance type from the pull down list on the left-hand column:

- 1000 Attendance Hours
- 1001 On Call
- 1002 Call Back
- 1003 Training

Employee Self Service – My Working Time (Daily Entry)

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In the example to the right, the employee arrives at 08:00 (8 a.m.) and records this as his/her start time. The same employee works until 12:00 (12 p.m.), takes lunch and records this as his/her end time. When the employee returns from lunch at 13:00 (1 p.m.) he/she records this as his/her start time on the next start time line, then records 17:00 (5:00 p.m.) as his/her end time. The total number of hours worked between each start and end time displays under the **Hours** field and will also be displayed on the weekly view after being submitted for manager approval. To continue the time submission process, click the **Review** button at the bottom of the page.

Hours Shows Recorded Hours

Daily Start Time Field


Daily End Time Field

Review Time Submitted

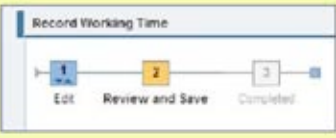
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Note: Employees will not be able to enter/change time after 30 days have passed.

Employee Self Service My Working Time (Daily Entry)

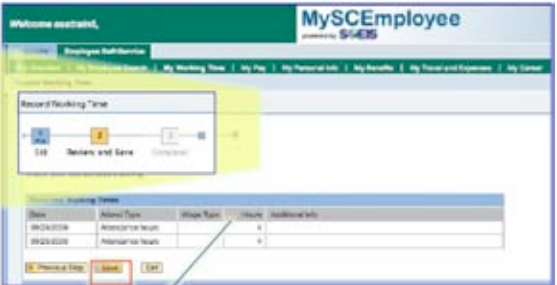


Record Working Time



After clicking the **Review** button on the Edit step, you will be taken to step two of the time entry and submission process, which is **Review and Save** your time. The **Hours** field displays the number of hours entered. If the hours are correct, select the **Save** button, and time will be submitted to your manager for approval.

The Hours Field Displays Hours To Be Submitted for Manager Approval



After clicking the Review button on the Edit step, you will be taken to step two of the time entry and submission process, which is Review and Save your time. The Hours field displays the number of hours entered. If the hours are correct, select the Save button, and time will be submitted to your manager for approval.

Note: Employees can enter time retroactively up to 30 days. However, no future time can be entered into the system.

Employee Self Service – My Working Time (Daily Entry With Wage Type)



Some employees will also be required to select a **Wage Type** when they record time. The **Wage Type** and **Attendance Type** must be a valid combination or the system will not allow you to save the time. Your agency will let you know if you are required to use a Wage Type and what Wage Type to record when entering time. Note: Only a small percentage of employees will record Wage Types.


Wage Type



Attendance Type	Wage Type	Hours	Start Time	End Time
Attendance Type		4	08:00	12:00
Attendance Type		4	12:00	17:00


Some employees will also be required to select a Wage Type when they record time. The Wage Type and Attendance Type must be a valid combination or the system will not allow you to save the time. Your agency will let you know if you are required to use a Wage Type and what Wage Type to record when entering time. Note: Only a small percentage of employees will record Wage Types.

Employee Self Service – My Working Time (Calendar Display)



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Note: The calendar, which displays on the **Display Weekly Time** page and the **Enter Daily Time** page will indicate if time has been rejected, marked as red, and also if excess time, marked as blue, has been recorded and approved by the manager.



Term	What It Means:
Rejected	It means that the person who approves your time reviewed it and decided not to approve it. You should follow up with your manager for clarification.
Excess Time Recorded	You recorded time that was more than the amount you are normally scheduled to work. This warning will not prevent time from being processed in the system.

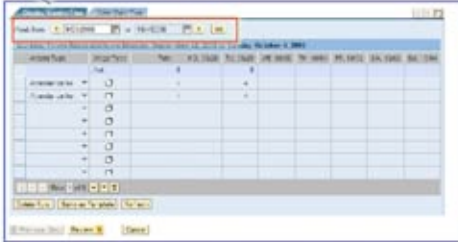
Note: The calendar which displays on the Display Weekly Time page and the Enter Daily Time page will indicate if time has been rejected, marked as red, and also if excess time, marked as blue, has been recorded and approved by the manager.

Employee Self Service – My Working Time (Reviewing Past Time Submissions)

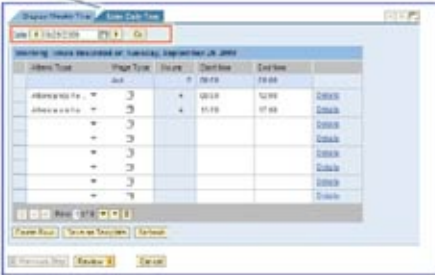


Note: You can view previous time submissions on both the **Display Weekly Time** page and the **Enter Daily Time** page. On the **Display Weekly Time** page, click the **yellow arrow** beside the words **Week from** to see previous weekly submissions back to your go-live date. On the **Enter Daily Time** page, click the **yellow arrow** beside the word **Date** to see previous daily time submissions back to your go-live date.

Display Weekly Time



Enter Daily Time



Note: You can view previous time submissions on both the Display Weekly Time page and the Enter Daily Time page. On the Display Weekly Time page, click the yellow arrow beside the words Week from to see previous weekly submissions back to your go-live date. On the Enter Daily Time page, click the yellow arrow beside the word Date to see previous daily time submissions back to your go-live date.

Lesson 2 Summary



You should now be able to:

- Record and submit time for approval
- Distinguish between the **Enter Daily Time** page and the **Display Weekly Time** page
- Review time that was previously submitted

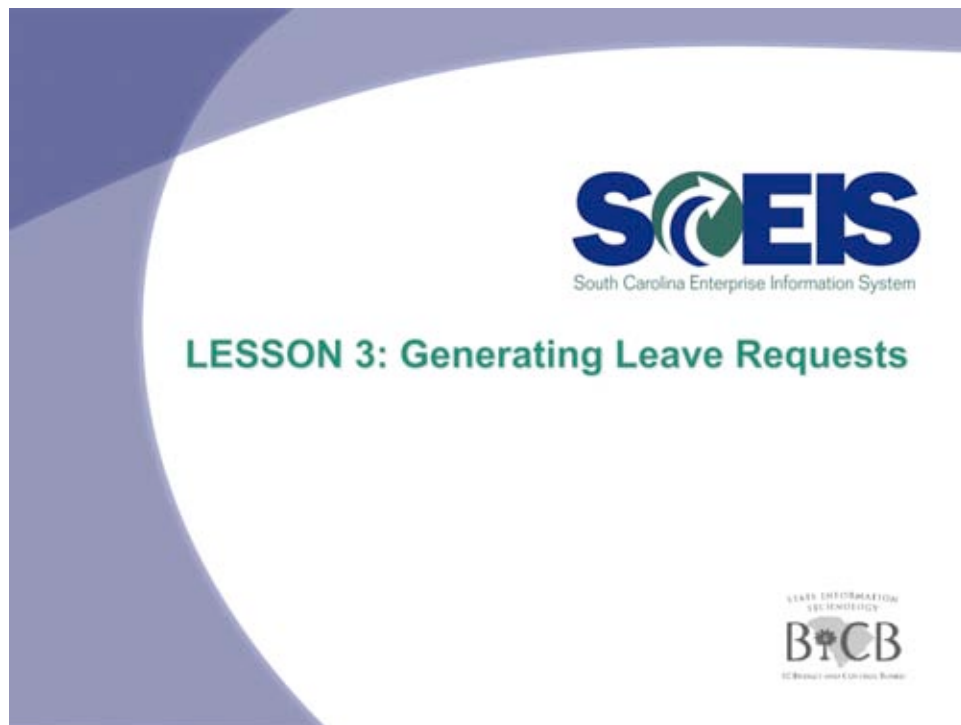
Lesson 2 Summary

You should now be able to:

Record and submit time for approval

Distinguish between the **Enter Daily Time** page and the **Display Weekly Time** page

Review time that was previously submitted



LESSON 3: Generating Leave Requests

Lesson Learning Objectives



Upon completion of this lesson, you should be able to:

- Submit a leave request and record sick time in the system through **My Working Time**

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Lesson 3 Learning Objectives

Upon completion of this lesson, you should be able to:

Submit a leave request and record sick time in the system through **My Working Time**

MySCEmployee Employee Self Service – My Working Time

From the Employee Self Service overview page, click on the **My Working Time** link either from the submenu or from the main overview area, to access this function.

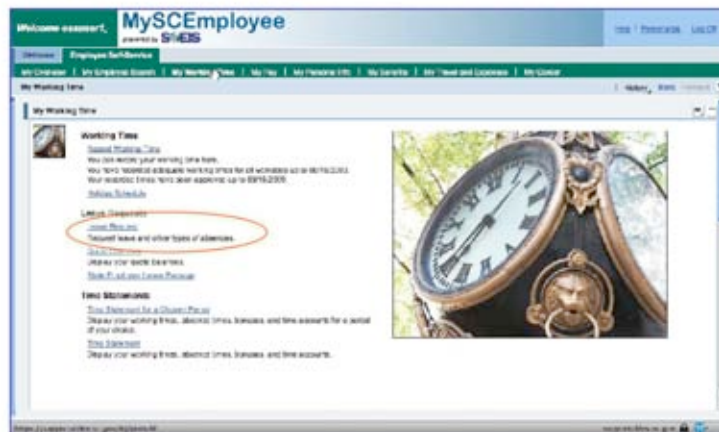
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From the Employee Self Service overview page, click on the My Working Time link either from the submenu or from the main overview area, to access this function.

MySCEmployee Employee Self Service – My Working Time



From the **My Working Time** page, you will be able to access the Leave Request link to request leave and record time used for sick leave.



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From the My Working Time page, you will be able to access the Leave Request function to request leave and record time used for sick leave.

MySCEmployee Employee Self Service – Leave Request

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- Employees will use this to request leave, such as annual leave and comp time, and to record sick time taken
- Managers will approve the requests in Manager Self Service

Similar to other transactions within the MySCEmployee website, at the top of the **Leave Request** page there is a progress chart that walks employees through each step of the leave request process. The first step, **Display and Edit**, allows employees to identify the: type of leave to be used; dates leave will be taken; time or duration of the request; the approver; as well as a place to include a note for your approver.

Note: The time or duration fields should only be completed if the employees is requesting a partial day of leave, otherwise the duration will be calculated based on the employees work schedule.

- Employees will use this to request leave, such as annual leave and comp time, and to record sick time taken
- Managers will approve the requests in Manager Self Service
- Similar to other transactions within the MySCEmployee website, at the top of the Leave Request page there is a progress chart that walks employees through each step of the leave request process. The first step, Display and Edit, allows employees to identify the: type of leave to be used; dates leave will be taken; time or duration of the request; the approver; as well as a place to include a note for your approver.

Note: The time or duration fields should only be completed if the employees is requesting a partial day of leave, otherwise the duration will be calculated based on the employees work schedule.

MySCEmployee Employee Self Service – Changing Approvers

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The **Approver** field will default to the employee's direct supervisor, but this may be changed to another manager/supervisor within the employee's organization unit. The approvers should only be changed if the employee's direct manager is unavailable to review and decision the request.

To change the Approver, click the  button to the right of the **Approver** field.

Next, enter the **Last Name**, **Personnel Number** or **User Name** of the desired approver in the appropriate fields and then click the **Go** button. Then click the button to the left of the desired approver's name.

Once the new approver is selected, you will be returned to the Leave Request screen, the next step is to click the **Review** button.



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The Approver field will default to the employee's direct supervisor, but this may be changed to another manager/supervisor within the employee's organization unit. The approvers should only be changed if the employee's direct manager is unavailable to review and decision the request.

To change the Approver, click the  button to the right of the Approver field.

Next, enter the Last Name, Personnel Number or User Name of the desired approver in the appropriate fields and then click the Go button. Then click the button to the left of the desired approver's name.

Once the new approver is selected, you will be returned to the Leave Request screen, the next step is to click the Review button.

MySCEmployee Employee Self Service – Leave Request



Step 2, **Review and Send**, displays the information entered during the first step. If you are satisfied with the information, click the **Send** button and the request will be sent to your manager for approval.

Note: In the example below the employee requested Nov. 6 off and the system automatically pulled 9 hours from the employee's annual leave quota based on the employee's work schedule. This employee normally works 9 hours on Fridays. If this employee's work schedule indicated that he/she only worked 8 hours on Fridays, then 8 hours would be automatically deducted.

Leave Request

Leave Request

1 2 3

Display and Edit Review and Send Completed

Earliest recalculation for time available excluded

You want to request the following leave:

Type of Leave: A. Annual Leave

Date: on Friday, November 6, 2009

Duration: 9 Hours

Used: Annual Leave: 9.00 Hours

Approver: CARROLL, MICHAEL

To send the leave request to the next processor, choose Send. You can check the processing status of the request in the overview of leave.

Previous Step Send Cancel

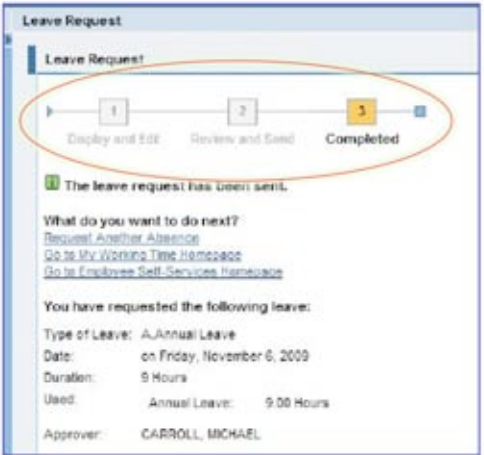
25

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MySCEmployee Employee Self Service – Leave Request

Step 3, **Completed**, indicates that the leave request has successfully been sent to the manager for approval.



The screenshot displays the 'Leave Request' interface. At the top, the title 'MySCEmployee Employee Self Service – Leave Request' is shown. Below the title, a message states: 'Step 3, **Completed**, indicates that the leave request has successfully been sent to the manager for approval.' To the right, a screenshot of the system interface is shown. It features a progress bar with three steps: 1. Copy and Edit, 2. Review and Send, and 3. Completed. Step 3 is highlighted with a red oval. Below the progress bar, a green checkmark icon indicates the request has been sent. The interface also provides links for 'Request Another Absence', 'Go to My Working Time Homepage', and 'Go to Employee Self-Service Homepage'. A summary section titled 'You have requested the following leave:' lists the leave type as 'Annual Leave', the date as 'on Friday, November 6, 2009', the duration as '9 Hours', and the approver as 'CARROLL, MICHAEL'.

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Step 3, **Completed**, indicates that the leave request has successfully been sent to the manager for approval.

MySCEmployee Employee Self Service – Leave Request

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The calendar, which appears on the main leave request page, displays leave requests that have been approved in **blue**, and those that have been submitted for approval in **pink**.

Note: A newly entered leave request will not display on the calendar or be deducted from the Quota Balance until MySCEmployee has completed processing information each night.

The calendar, which appears on the main leave request page, displays leave requests that have been approved in blue, and those that have been submitted for approval in pink.

Note: A newly entered leave request will not display on the calendar or be deducted from the Quota Balance until MySCEmployee has completed processing information each night.

Demonstration



The following demonstrations illustrates the how to enter a leave request. Please click the button below to launch the demonstration.



MySCEmployee Employee Self Service – Leave Request Status

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After submitting a leave request, the status may be viewed by clicking the **Show Overview of Leave** link.

Next, a table listing all recent leave requests is displayed. The table will display the type of leave, the dates, the number of hours used and the status of the request. The status are:

- Sent (approval is still pending)
- Rejected
- Approved

After reviewing the approval status, click the **Hide Overview of Leave** link to return to the Calendar View.

Type of Leave	From	To	Status	Used
A. Annual Leave	11/25/2009	11/27/2009	Sent	8.50 Hours
A. Annual Leave	11/16/2009	11/16/2009	Rejected	
A. Annual Leave	10/30/2009	10/30/2009	Approved	9 Hours
A. Annual Leave	10/28/2009	10/28/2009	Sent	3 Hours
A. Annual Leave	10/27/2009	10/27/2009	Sent	9.50 Hours


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- Sent (approval is still pending)
- Rejected
- Approved

After reviewing the approval status, click the Hide Overview of Leave link to return to the Calendar View.

MySCEmployee Employee Self Service – Deleting a Leave Request



If after submitting a leave request for approval or after a request has been approved, an employee should delete the request if he/she decides the leave request is no longer needed.

To delete a leave request after it has been submitted for review or been approved, click the **Show Overview of Leave** link.

Next, a table listing of all recent leave requests will display. Click the button to the left of the leave request you want to delete.

The Leave Request details will display below the table, click the **Delete** button. Next click the **Review** button. To confirm the request should be removed, click the **Delete** button again. Once the request has been deleted, a confirmation message will display

Leave Request

1 Display and Edit 2 Review and Send 3 Completed

▶ Show Team Calendar ▶ Show Calendar ▶ Show Time Accounts ▶ **Show Overview of Leave**

▶ Show Calendar ▶ Show Team Calendar ▶ Show Overview of Leave

Leave Date	10/1/2010	10/2/2010	10/3/2010	10/4/2010	10/5/2010	10/6/2010	10/7/2010	10/8/2010	10/9/2010	10/10/2010	10/11/2010	10/12/2010	10/13/2010	10/14/2010	10/15/2010	10/16/2010	10/17/2010	10/18/2010	10/19/2010	10/20/2010	10/21/2010	10/22/2010	10/23/2010	10/24/2010	10/25/2010	10/26/2010	10/27/2010	10/28/2010	10/29/2010	10/30/2010	10/31/2010
10/1/2010	10/2/2010	10/3/2010	10/4/2010	10/5/2010	10/6/2010	10/7/2010	10/8/2010	10/9/2010	10/10/2010	10/11/2010	10/12/2010	10/13/2010	10/14/2010	10/15/2010	10/16/2010	10/17/2010	10/18/2010	10/19/2010	10/20/2010	10/21/2010	10/22/2010	10/23/2010	10/24/2010	10/25/2010	10/26/2010	10/27/2010	10/28/2010	10/29/2010	10/30/2010	10/31/2010	

Submit New Request

You have selected the following leave requests:

Type of Leave: **A Annual Leave**

Leave: **10/1/2010**

Time: **8:00 AM** To: **1:00 PM**

Duration: **5** hours

Used: **ATTN: LEAVE** 1:00 PM

Approver: **CARROLL, MICHAEL**

Delete **Review** **Cancel**

If after submitting a leave request for approval or after a request has been approved, an employee should delete the request if he/she decides the leave request is no longer needed.

To delete a leave request after it has been submitted for review or been approved, click the Show Overview of Leave link.

Next, a table listing of all recent leave requests will display. Click the button to the left of the leave request you want to delete.

The Leave Request details will display below the table, click the Delete button. Next click the Review button. To confirm the request should be removed, click the Delete button again. Once the request has been deleted, a confirmation message will display

Lesson Summary

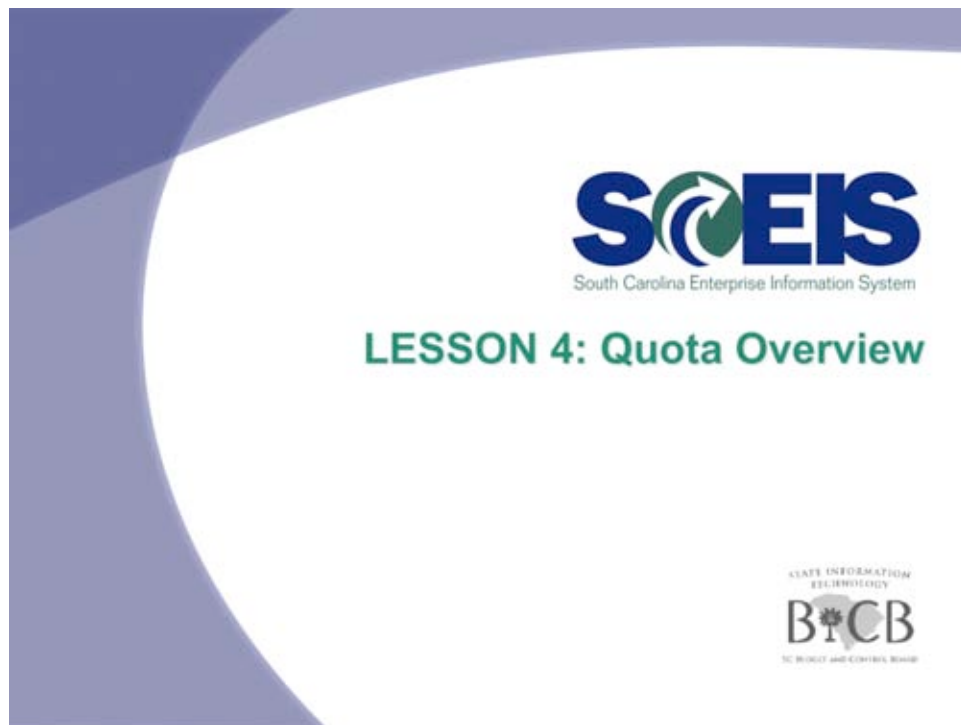


- This lesson covered submitting a leave request and recording sick time within the My Working Time section of MySCEmployee.

Lesson 3 Summary

You should now be able to:

Understand how to access career information



LESSON 4: Quota Overview

Lesson 4 Learning Objectives



Upon completion of this lesson, you should be able to:

- Navigate to the Quota Overview screen
- View quota leave balances

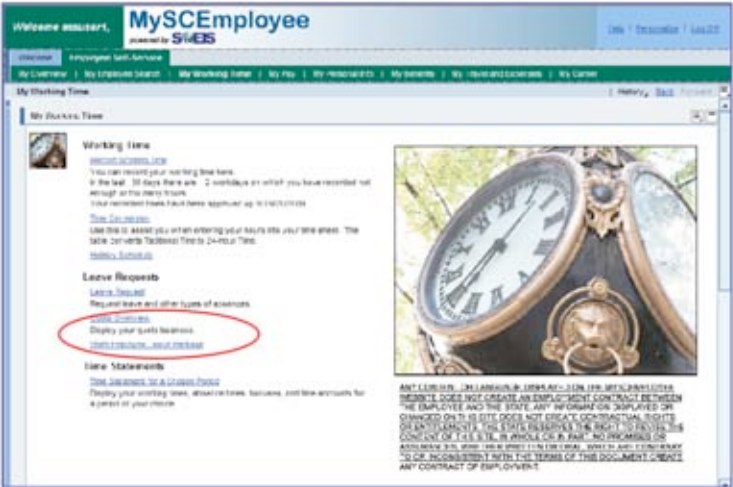
Lesson 4 Learning Objectives

Upon completion of this lesson, you should be able to:

- Navigate to the Quota Overview screen
- View quota leave balances

My Working Time – Quota Overview

To view quota balances, from the **My Working Time** overview page, select the **Quota Overview** link.



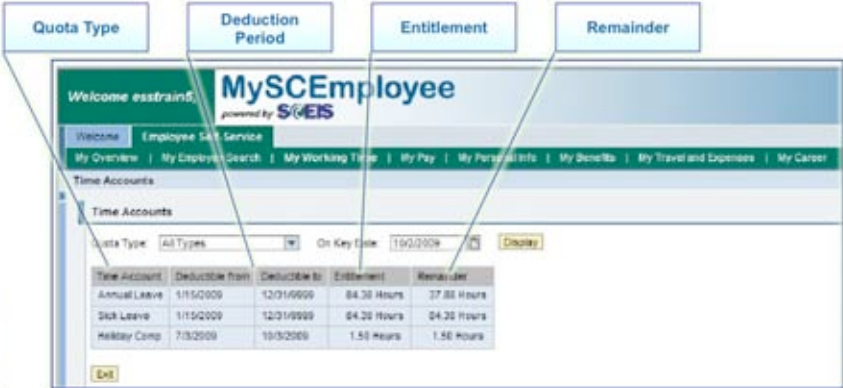
The screenshot shows the MySCEmployee portal interface. The top navigation bar includes links for My Customer, My Working Time, My Pay, My Records, My Benefits, My Requests, and My Career. The main content area is titled 'My Working Time' and contains several links: 'Working Time', 'Leave Requests', and 'Time Statements'. The 'Leave Requests' section is highlighted with a red circle, and the 'Quota Overview' link is circled in red. A large clock image is visible on the right side of the page.

To view quota balances, from the My Working Time overview page, select the Quota Overview link.

My Working Time – Quota Overview

Employees can use the **Quota Overview** function to view their quota entitlements and to plan time off. Balances are displayed in two columns:

- **Entitlement** - The entitlement balance shows the amount of leave the employee has accrued to the date they are viewing the entitlement on.
- **Remainder** - The remainder balance shows the current balance, which is their entitlement balance minus any leave taken.
- **Deduction Period** - The period for which the quota is available to be used.



Time Account	Deductible from	Deductible to	Entitlement	Remainder
Annual Leave	1/15/2009	12/31/9999	84.38 Hours	37.88 Hours
Sick Leave	1/15/2009	12/31/9999	84.38 Hours	84.38 Hours
Holiday Comp	7/3/2009	10/3/2009	1.58 Hours	1.58 Hours

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- **Entitlement** - The entitlement balance shows the amount of leave the employee has accrued to the date they are viewing the entitlement on.
- **Remainder** - The remainder balance shows the current balance, which is their entitlement balance minus any leave taken.
- **Deduction Period** - The period for which the quota is available to be used.

Lesson 4 Summary



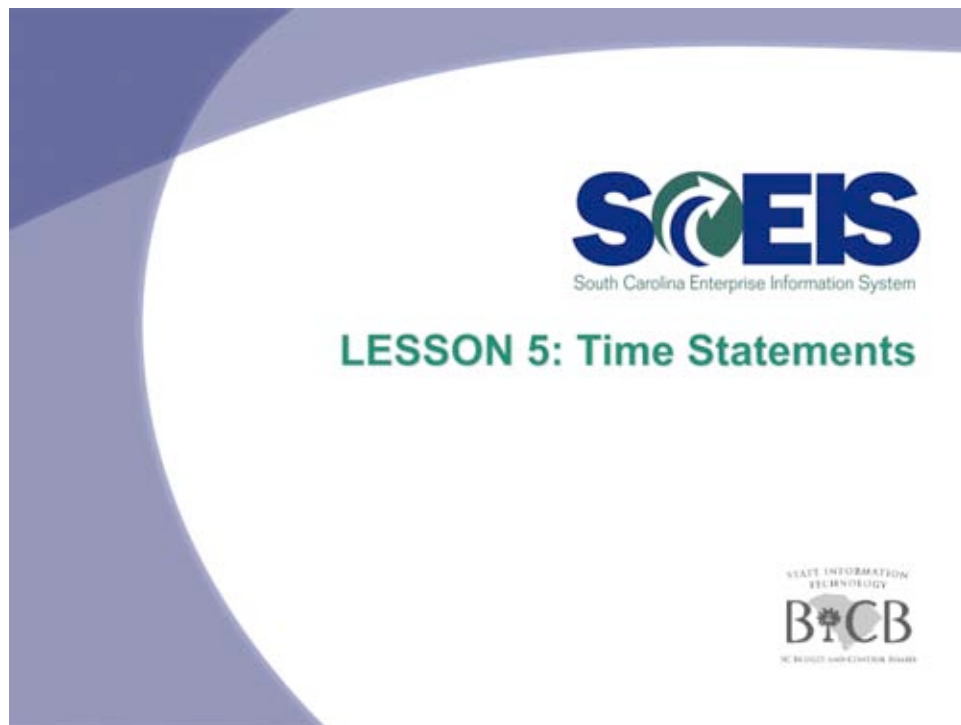
You should now be able to:

- Navigate to the Quota Overview screen
- View quota leave balances

Lesson 4 Summary

You should now be able to:

- Navigate to the Quota Overview screen
- View quota leave balances



LESSON 5: Time Statements

Lesson 5 Learning Objectives



Upon completion of this lesson, you should be able to:

- Navigate to the Time Statement screen
- View Time Statements for a Chosen Period

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My Working Time – Time Statement

SOEIS
South Carolina Employee Information System

To view a time statement, from the **My Working Time** overview page, select the **Time Statement for a Chosen Period** link.

Working Time

You can record your working time here. In the last 30 days there are 2 workdays on which you have recorded not enough or too many hours. Your recorded hours have been approved up to 11/15/2009.

Time Statements

Use this to assist you in entering your hours into your time sheet. The table converts TimeSheet Hours to Clockwork Time.

Time Statements

[Time Statement for a Chosen Period](#)

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To view a time statement, from the My Working Time overview page, select the Time Statement for a Chosen Period link.

My Working Time Time Statement for a Chosen Period



The **Time Statement for a Chosen Period** function offers a view of time data by periods defined by the State. Employees can select options from a table that displays time statements from month to month.

Time Statement Overview	
Start	End
12/01/2009	12/31/2009
11/01/2009	11/30/2009
10/01/2009	10/31/2009

Note: The most recent **Time Statement** is defaulted and displayed.

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The Time Statement for a Chosen Period function offers a view of time data by periods defined by the State. Employees can select options from a table that displays time statements from month to month.

My Working Time – Time Statement



Time statements will include:

- **Reported Hours** - Time charged by the employee to Hours Worked, Overtime, Shift Differential, etc.
- **Absence Quotas** - Leave balances, Accrued (earned) amounts, YTD Hours Used, etc.
Note: A difference may occur when comparing the Time Statement against the Quota Overview due to the timing of when time is processed.
- **Other Time Related Absences** – FMLA balances and the amount of FMLA time used during the period.

Note: The Time Statements are displayed in Adobe PDF format. If Adobe is not installed on the computer you are using, the form will not display.

Time Statement
12/1/2009 to 12/31/2009

Personal / Organizational Data

Personal Number	000000	Name	John D. Johnson
Position	ADMINISTRATIVE SPECIALIST	Org. Unit	AGRICULTURAL SERVICES
Personal Rate	THIRDSWORTH OF AGRICULTURE	Sub Area	AGRICULTURAL SERVICES
Cost Center	THIRDSWORTH	Shift Schedule	0070000
Employee Group	CLASSIFIED	Emp. Sub Group	SALES/RENTAL
Length of Service	0	Time Rate	0 - Time rate is not applicable

Reported Hours

Time Account	hrs	Time Account	hrs	Time Account	hrs
Hours Worked	45.00	Leave with Pay	0.00	Sick Family Sick Leave	0.00 / 0.00
Call Back	0.00	Annual Leave	0.00	Holiday	0.00
On Call	0.00	Comp Time	0.00	Other Pct. Leave	0.00
Overtime	0.00	Sick Leave	0.00	Holiday Comp.	0.00
Qual Employment	0.00				

Absence Quotas

Description	Beginning Balance	Accrued Pct	Excluded Pct	Paid Transfer Pct	Adjusted Pct	End Balance	YTD Hours Used
Annual Leave	100.00	7.00	0.00	0.00	107.00	11.00	0.00
Sick Leave	100.00	7.00	0.00	0.00	107.00	11.00	0.00
Holiday Comp.	11.00	0.00	0.00	0.00	11.00	0.00	0.00

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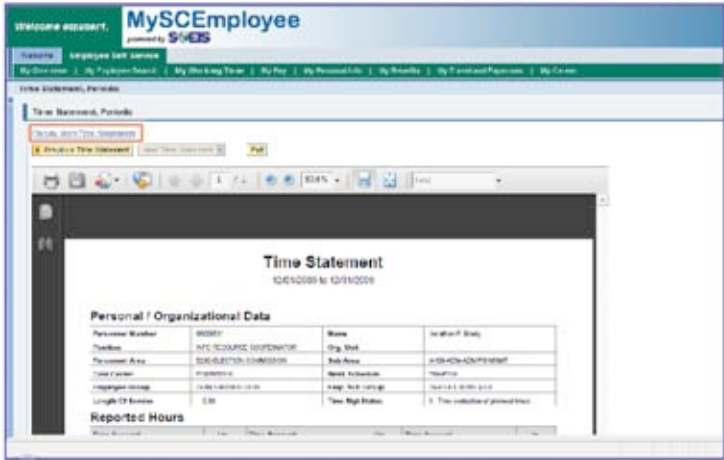
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Note: The Time Statements are displayed in Adobe PDF format. If Adobe is not installed on the computer you are using, the form will not display.

My Working Time – Time Statement

When the **Time Statement for Chosen Period** link is selected from the **My Working Time** overview page, you can select the **Display More Time Statements** link to view time statements from other periods.

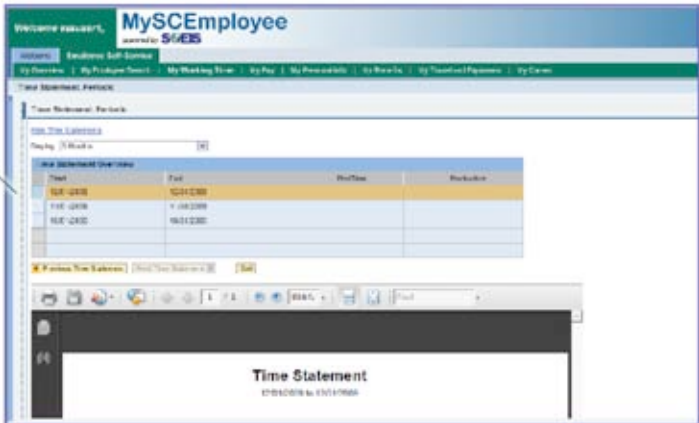


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When the Time Statement for Chosen Period link is selected from the My Working Time overview page, you can select the Display More Time Statements link to view time statements from other periods.

My Working Time – Time Statement

From the Display More Time Statements link, employees are shown available Time Statements for viewing.



Choose a Time Statement from a Specific Period of Time

Time	Period	WorkTime	Production
01/01/2010	01/01/2010		
01/01/2010	01/01/2010		
01/01/2010	01/01/2010		

Time Statement

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From the Display More Time Statements link, employees are shown available Time Statements for viewing.

Lesson 5 Summary



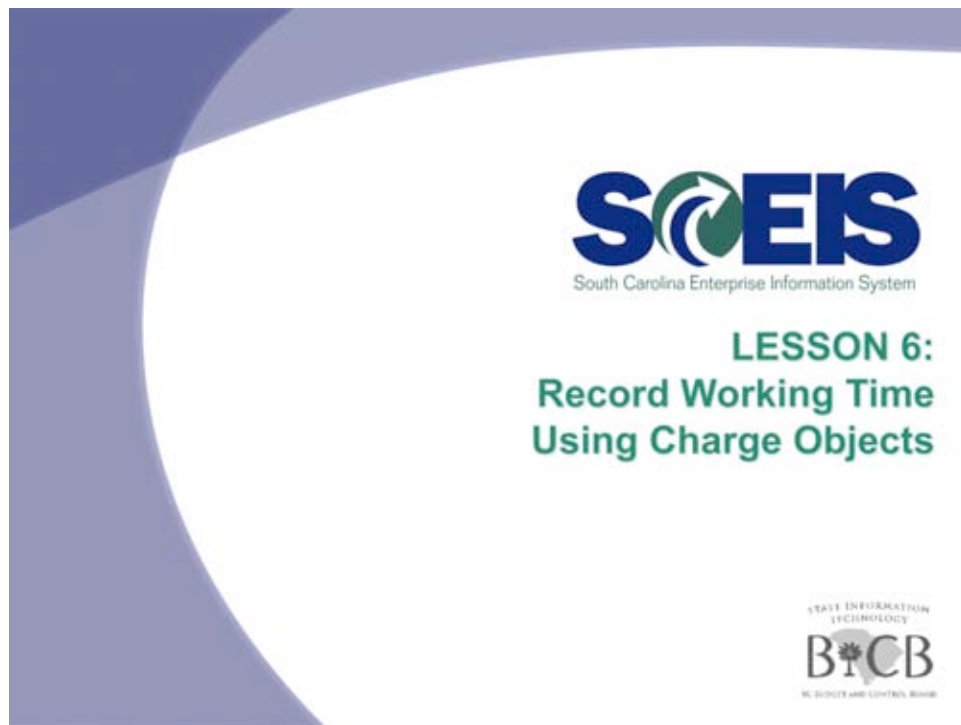
You should now be able to:

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- View Time Statements for a Chosen Period

Lesson 5 Summary

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- Navigate to the Time Statement screen
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LESSON 6: Record Working Time Using Charge Objects

Lesson 6 Learning Objectives



Upon completion of this lesson, you should be able to:


- Record working time using Charge Objects.

Lesson 6 – Learning Objectives

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- Record working time using Charge Objects.

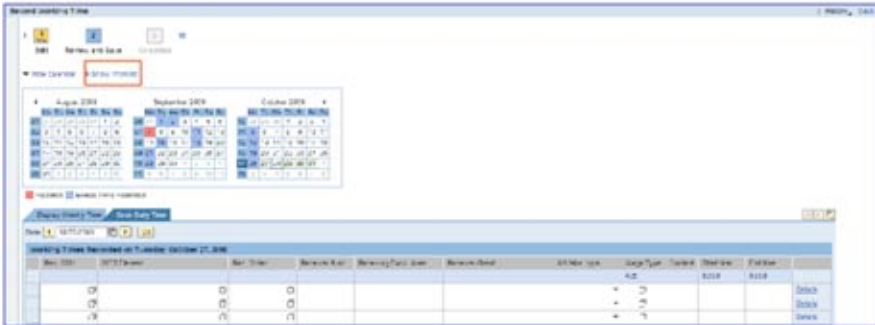
Daily Entry Using Charge Objects



South Carolina Employee Information System

Similar to those employees who record Wage Types, other employees will have additional fields to maintain on their time sheet for items called **Charge Objects**. When using charge objects, in addition to recording an attendance type with start times and end times, **employees also need to identify a receiver cost center, receiver fund, receiving functional area and receiver grant**. The WBS element and the receiving order fields are optional.


Employees required to use charge objects will receive additional information from their respective agencies regarding which charge objects to use. If you have recorded charge objects before, the charge objects that have been used previously will show up in the Worklist. Select **Show Worklist** to view a list of previously used charge objects.



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Daily Entry Using Charge Objects



South Carolina Employee Information System

If you have not recorded charge objects before, someone from your agency will need to provide you with the information (e.g. receiver cost center, receiver fund, receiving functional area and receiver grant) you will need to input.

To choose a previously used charge object, click the box in the row to the left of the "Charge Object" you wish to use, then click the **Copy Rows** button on the bottom of the page.

Notice that when you selected Show Worklist, the calendar is no longer displayed. If you want to see the calendar, select "Show Calendar" and the Worklist will be hidden.

Record Working Time

1 **Pa.**

2 **Rev.**

3 **Comp.**

4 **Rev.**

5 **Rev.**

Buttons: **Edit** **Review and Save** **Completed**

Show Calendar: ☒ **Show Worklist**

Rec. CDE	VBS Element	Rec. Order	Receiver Fund	Receiving Func. Area	Receiver Grant
E280000001			50030000	E28040021	E28019361757
E280CAB010			50030000	E28040021	E28019361757

Copy Rows

Previously Used Charge Objects

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If you have not recorded charge objects before, someone from your agency will need to provide you with the information (e.g. receiver cost center, receiver fund, receiving functional area and receiver grant) you will need to input.

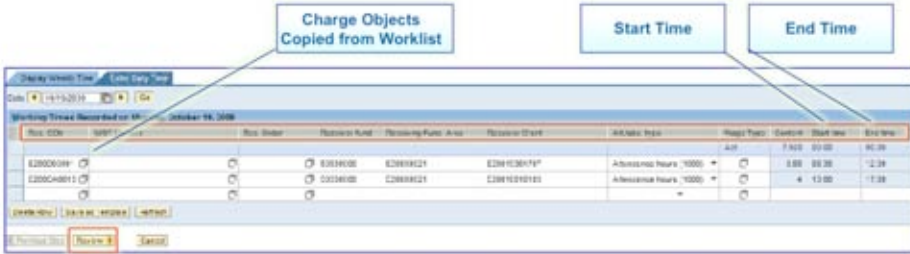
To choose a previously used charge object, **click the box in the row to the left of the Charge Object(s)** you will be using and click the **Copy Rows** button on the bottom of the page.

Notice that when you selected Show Worklist, the calendar became hidden. If you want to see the calendar, select Show Calendar and the Worklist will be hidden.

Daily Entry Using Charge Objects

After clicking the Copy Rows button, the selected charge object(s) will appear in the daily time-entry area. **Note:** The charge object, if known, can also be entered directly into the **Rec. Cctr** column.

In the example below, the employee recorded a start time of 0830 and an end time of 1200 to **Charge Object E280D00001** and a start time of 1300 and an end time of 1700 to **Charge Object E280CA0010**. Once the charge object and other required fields are entered, click the **Review** button to verify that the entry is correct and submit to your manager for approval.

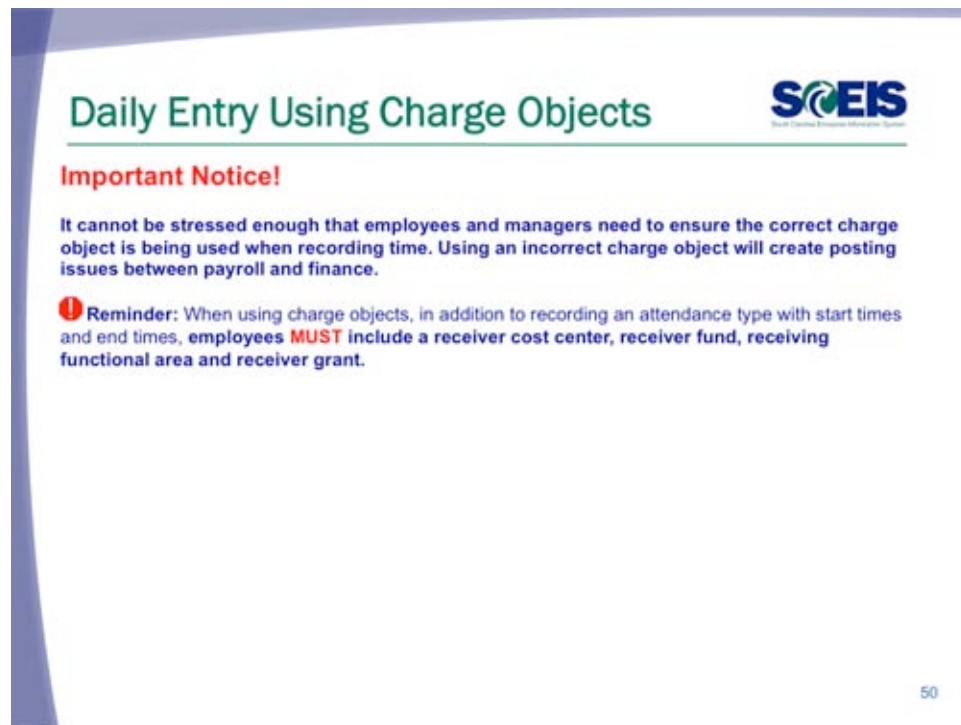


Rec. Cctr	Start Time	End Time
E280D00001	08:30	12:00
E280CA0010	13:00	17:00

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After clicking the Copy Rows button, the selected charge object(s) will appear in the daily time-entry area. **Note:** The charge object, if known, can also be entered directly into the **Rec. Cctr** column.

In the example below, the employee recorded a start time of 0700 and an end time of 1200 to **Charge Object E280D00001** and a start time of 1330 and an end time of 1500 to **Charge Object E280CA0010**. Once the charge object and other required fields are entered, click the **Review** button to verify that the entry is correct and submit to your manager for approval.



Daily Entry Using Charge Objects

Important Notice!

It cannot be stressed enough that employees and managers need to ensure the correct charge object is being used when recording time. Using an incorrect charge object will create posting issues between payroll and finance.

Reminder: When using charge objects, in addition to recording an attendance type with start times and end times, **employees MUST include a receiver cost center, receiver fund, receiving functional area and receiver grant.**

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Important Notice!

An employee could conceivably enter a charge object from another agency by conducting a search and inputting the wrong charge object. Currently there are no restrictions in the time-entry system that prevents employees from inputting charge objects used by any other agency.

It cannot be stressed enough that employees and managers need to ensure the correct charge object is being used when recording time. Using an incorrect charge object will create posting issues between payroll and finance.

Reminder: When using charge objects, in addition to recording an attendance type with start times and end times, **employees MUST include a receiver cost center, receiver fund, receiving functional area and receiver grant.**

Lesson 6 Summary



You should now be able to:

- Record working time using Charge Objects.

Lesson 6 – Summary

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Course Summary

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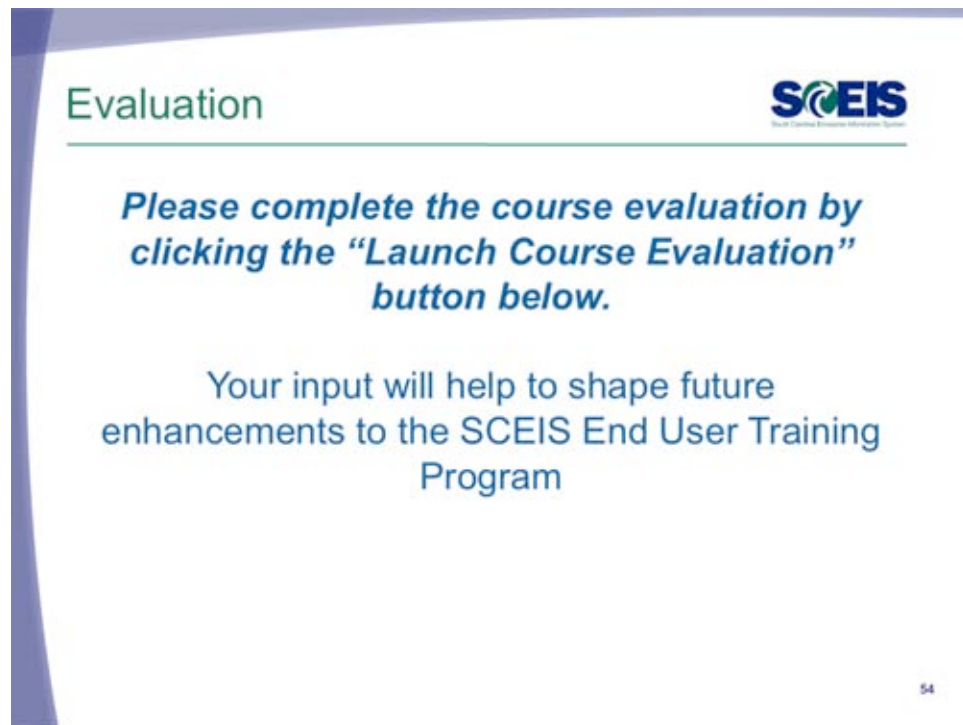


You should now be able to:

- **Log on** and navigate to **My Working Time** within the MySCEmployee website
- **Record** and submit time
- **Generate** leave requests
- **Display** quota balances
- **View** time statements

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Please complete the course evaluation by clicking the “Launch Course Evaluation” button below.

Your input will help to shape future enhancements to the SCEIS End User Training Program